



U L L E N S

S C H O O L

S T U D E N T H A N D B O O K

A CENTER OF EXCELLENCE IN EDUCATION

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preface

Ullens School is a co-educational non-profit institution. The school is non-residential. We believe that parents should be able to raise their children inside the family circle while providing them with a world-class education.

We encourage children to pursue their intellectual curiosity and creativity and to think for themselves. We guide them as they develop their own ideas and seek creative solutions to problems. Teachers nurture critical thinking by encouraging students to work without fear, ask questions, analyze, and draw logical conclusions. We treat children from all cultural and ethnic backgrounds with respect and dignity.

The atmosphere at Ullens School helps children learn self-respect along with respect for others. Self-discipline grows as the child comes to believe “I am capable,” “I am needed,” “I can influence what happens to me.” In fostering self-discovery we seek to develop a child’s intellectual and social skills equally. Our aim is to empower children to become responsible adults.

We strongly believe that school is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to the maintenance of a school environment which is conducive to learning.

From 2008, we have developed a Student Handbook to help inculcate an acceptable “code of conduct” among Ullens School students. This document has been developed in consultation with the parents, teachers and most importantly the students themselves to develop a sense of ownership towards the core values and philosophy of the school.

Although the handbook contains a listing of infractions, it is clearly intended not to be all-inclusive. It is also intended that the administration and/or the Board have/has the power to administer discipline for any other offense that is in violation of law or school policy or procedures, or in violation of what is deemed accepted standards of conduct for students in Ullens School.

Lastly, we hope that this handbook will act as a guiding light rather than a policy document that can be referred to on an everyday basis by the students, teachers and parents alike.

overview of the handbook

This section will provide a quick overview of the handbook and a general description on what it contains and how to use it. At Ullens there are three general categories of inappropriate conduct: (a) minor, (b) moderate and (c) major. The school determines disciplinary action based on the frequency and severity of the student's behavior. As always, students have the right to disagree with the school's action and may request a review.

Each student is guaranteed the right:

- To be heard
- To have fair and consistent rules
- To due process procedures

These student rights are accompanied by student responsibilities

- To attend school and classes regularly
- To respect school property
- To refrain from conduct that disrupts or threatens to disrupt the learning of other students

The code of conduct has been developed to address the responsibilities of students to attend school and to attend classes, making fully clear the possible immediate benefits and/or long-term consequences of excessive absences, truancy, class cuts, and tardiness.

The administration, through the Principal or his/her designee, and/or the Board, reserves the right to follow different courses of action other than those listed.

Section 1 contains information on code of conduct. Section 2 contains information on minor infractions and its consequences while section 3 and section 4 contain information on moderate and major infractions and their consequences. Section 5 covers information on prohibited materials and weapons. Section 6 contains information on library rules and finally, section 7 contains details of acceptable dress code and personal items at school.

SECTION 1:

code of conduct

Being safe

- Walking properly in hallways and stairways
- Keeping your hands to yourself
- Being aware of others

Being respectful

- Listening to others inside and outside class
- Taking turns to talk
- Handling your own and others' property with care
- Willing to sit with whomever you are assigned
- Being considerate
- Treating friends and juniors respectfully
- Using appropriate language
- Following school rules
- Resolving differences in a civil way
- Making meaningful noise
- Asking for permission to use school resources
- Using only the assigned locker
- Asking for permission to leave a class

Being honest

- Telling the truth
- Keeping promises

Being polite

- Using respectful language with friends, seniors, juniors, teachers and other staff members
- Greeting teachers and visitors to the school
- Avoiding conflict over seats in the bus

Being responsible

- Taking care of one's own property
- Taking care of the school's property
- Putting balls and other equipment away carefully
- Throwing trash in the proper place
- Completing and submitting homework and class assignments on time
- Being on time to class
- Participating in class and in other school activities
- Being at the appropriate place at the appropriate time
- Acting as a role model
- Leaving behind books and putting paper away, especially in the library
- Following classroom rules
- Taking notices home and bringing them back on time
- Returning library books on time
- Avoiding wastage in the cafeteria

SECTION 2:

minor infractions

This section covers most minor infractions which can be expected on an everyday basis. These are termed as “Disobedient Behavior” and are not severe by its very nature; however repeat violation can be considered to be inappropriate behavior and can result in more serious consequences. The table below outlines the types of disobedient behaviors and the range of possible disciplinary responses of Ullens School administration (in terms of single infractions and more).

S. No.	DISOBEDIENT BEHAVIOR	RANGE OF POSSIBLE DISCIPLINARY RESPONSE		
		FIRST INSTANCE	SECOND INSTANCE	THIRD INSTANCE
1	Failure to wear appropriate clothing required in the school	Admonishment by teaching and/or school staff	Teacher-parent telephone call	Teacher-parent conference
2	Being late for school	Student-teacher conference	Teacher-parent telephone call	Teacher-parent conference
3	Bringing prohibited materials in school ¹	Student-teacher conference. (Teachers may check the lockers and school bags of children at any given time)	Teacher-parent telephone call	Teacher-parent conference. (Only Parents are allowed to collect the confiscated materials)
4	Not listening to teacher’s instruction and/or classroom directives on a continual basis.	Student-teacher conference	Teacher-parent telephone call	Teacher-parent-student conference
5	Behaving in manner which disrupts the class instructional process	Student-teacher conference	Teacher-parent-student conference	Exclusion from extra-curricular activities
6	Bringing unauthorized visitors within school premises	Student-teacher conference	Teacher-parent telephone call	Teacher-parent-student conference

¹ Please review Section 5 for list of prohibited materials and weapons. Please review Section 7 for dress code.

S. No.	DISOBEDIENT BEHAVIOR	RANGE OF POSSIBLE DISCIPLINARY RESPONSE		
		FIRST INSTANCE	SECOND INSTANCE	THIRD INSTANCE
7	Engaging in a verbally rude or disrespectful behavior towards another student and/or teacher, school personnel	Student-teacher conference	Student is removed from classroom by class teacher and a teacher – parent – student conference is called	If a student commits an offence against either # 7, 8 or 9 three times , Principal's in-school suspension is sought. A principal-parent-teacher conference occurs before the student is allowed to return to class. Students may be required to sign a contract as evidence of their intent to change their behavior.
8	Posting disruptive materials in school			
9	Using school computers, fax machines, telephones and other devices with out permission			

The administration, through the Principal or his/her designee, and/or the Board, reserves the right to follow different courses of action other than those listed for repeat infractions of any kind within this section.

SECTION 3:

moderate infractions

Section 3 covers what Ullens School considers moderate infraction and is termed as “Disorderly and Disruptive Behavior”. This section provides details of such types of disorderly and disruptive behavior and the range of possible disciplinary responses available for this purpose by Ullens School administration for one or more instances.

S. No.	DISORDERLY AND DISRUPTIVE BEHAVIOR	RANGE OF POSSIBLE DISCIPLINARY RESPONSE		
		FIRST INSTANCE	SECOND INSTANCE	THIRD INSTANCE
1	Smoking	Admonishment by school staff and recorded in the Disciplinary Code Record	Teacher-parent-student conference	To be decided by the Administration
2	Gambling	Teacher-parent-student conference	Principal 2 day in-school suspension	To be decided by the Administration
3	Using obscene language and gestures	Student-teacher conference	Teacher-parent telephone call	Teacher-parent-student conference
4	Lying and using false information	Teacher and/or Coordinator - Parent conference during which time appropriate consequences are decided upon	To be decided by the Administration	
5	Misusing other’s property, which indicates that a student has destroyed, mutilated that property	Student-teacher conference	Teacher-parent telephone call	Exclusion from extra curricular activities and lunch time for a designated amount of time

S. No.	DISORDERLY AND DISRUPTIVE BEHAVIOR	RANGE OF POSSIBLE DISCIPLINARY RESPONSE		
		FIRST INSTANCE	SECOND INSTANCE	THIRD INSTANCE
6	Engaging in disruptive behavior on school bus	Teacher/coordinator-parent telephone call	Teacher/Coordinator - parent conference and possible removal from the school bus (for 6) or Class room (for 7) depending on the seriousness of the offence	If a student commits an offence against either # 6, 7, 8 or 9 three times , Principal's in-school suspension is sought. A principal-parent-teacher conference occurs before the student is allowed to return to class. Students may be required to sign a contract as evidence of their intent to change their behavior.
7	Leaving class and school without parents' or teacher's permission			
8	Engaging in unwanted physical contact such as hitting, kicking, holding down another, spitting			
9	Disobeying the lawful authority of school personnel			
10	Violating the internet use policy, that is, using the internet for non-educational purpose	Principal's in-house suspension up to a week. A principal-parent-teacher conference occurs before the student is allowed to return to class. Students may be required to sign a contract as evidence of their intent to change their behavior		
11	Cheating and plagiarizing on tests and/or written assignments			

The administration, through the Principal or his/her designee, and/or the Board, reserves the right to follow different courses of action other than those listed for repeat infractions of any kind within this section.

² Report by transport staff to Parent Coordinator. Parent Coordinator submits transport report to the class teacher.

SECTION 4:

major infractions

Section 4 covers the most severe and major infractions that can be committed by the students. These types of infractions lead to harmful situation for all students alike and can cause severe disruption to the daily activities. Ullens School takes such issues seriously and will act swiftly to respond to such situations.

Major infractions are divided into two categories: (1) Seriously disruptive/ dangerous behavior, and (2) Dangerous and violent behavior. The table below outlines such behaviors and lists the range of possible disciplinary actions that can be administered by Ullens School. It should be noted that such major infractions can sometimes be directly referred to the Principal and/or the board and actions resulting up to the exclusion of the student can be taken.

S. No.	SERIOUSLY DISRUPTIVE/ DANGEROUS BEHAVIOR	RANGE OF POSSIBLE DISCIPLINARY RESPONSE		
		FIRST INSTANCE	SECOND INSTANCE	THIRD INSTANCE
1	Using slurs based upon race, ethnicity, color, religion and gender. This behavior is considered as bullying and is taken very seriously	Student-teacher conference	Teacher-parent-student conference	Principal's in-house suspension is sought. A principal-parent-teacher conference occurs before the student is allowed to return to class. Students may be required to sign a contract as evidence of their intent to change their behavior
2	Fighting in physically aggressive manner and/or engaging in unwanted physical contact			
3	Engaging in theft ³			
4	Posting disruptive literature			
5	Engaging in vandalism	Parents are contacted immediately after the infraction.		
6	Falsely activating a fire alarm or other disaster alarm	Principal's in-house suspension up to two weeks. A principal-parent-teacher conference occurs before the student is allowed to return to class. Students may be required to sign a contract as evidence of their intent to change their behavior		
7	Engaging in gang related behavior			

³ Exclusion from extra curricular activities and lunch time can also be added to the consequences above depending on the seriousness of the theft.

S. No.	DANGEROUS AND VIOLENT BEHAVIOR	RANGE OF POSSIBLE DISCIPLINARY RESPONSE		
		FIRST INSTANCE	SECOND INSTANCE	THIRD INSTANCE
1	Threatening violence, injury or harm to others	Student-teacher conference	Parent-Teacher -student conference	Principal's in-school suspension is sought. A principal-parent-teacher conference occurs before the student is allowed to return to class. Students may be required to sign a contract as evidence of their intent to change their behavior
2	Severe Bullying ⁴			
3	Engaging in sexual harassment	Parent-teacher/Coordinator conference followed immediately by a Principal's in-house suspension of up to 3 weeks. A principal-parent-teacher conference occurs before the student is allowed to return to class. Students may be required to sign a contract as evidence of their intent to change their behavior. Included as well is exclusion from extra curricular activities/ recess and lunch time for a determined period of time		
4	Possessing illegal drugs			
5	Participating in group violence			
6	Committing arson			
7	Causing a riot			
8	Possessing any weapon	Management Board's out of school suspension up to 3 months		
9	Using illegal drugs	Suspension by board from School		
10	Using force against any school personnel			
11	Selling or distributing drugs			

The administration, through the Principal or his/her designee, and/or the Board, reserves the right to follow different courses of action other than those listed for repeat infractions of any kind within this section. Due to the severe nature of these types of infraction immediate actions can be taken up to the exclusion of the student as deemed necessary and depending upon the severity of the event.

⁴ Bullying involves; Teasing, Nit-picking / Spreading false rumors/ Enforcing social isolation/ Calling names/ Saying or writing nasty things about others/ Posting verbal and written warnings against friends, physically picking on someone smaller/weaker and any behavior that humiliates or demeans a person.

SECTION 5:

prohibited materials

Ullens School is committed to creating and sustaining a peaceful, safe and hygienic environment that is conducive to learning. In doing so, Ullens School administration realizes that there is a need to develop a strong policy to restrict any such materials that may disrupt the learning environment, cause bodily harm to the student or others and maybe be considered a nuisance. The list below categorizes these materials based on their level of disruption and danger.

Category I Prohibited materials

S. No.	PROHIBITED MATERIALS	RANGE OF POSSIBLE DISCIPLINARY RESPONSE		
		FIRST INSTANCE	SECOND INSTANCE	THIRD INSTANCE
1	Fire crackers and/or any other similar items that can cause noise pollution	Student-teacher conference (Teachers may check the lockers and school bags of children at any given time)	Teacher-parent conference	Principal's in-house suspension for 2 days. Behavior contract is signed by the student
2	Sling shots, sand bags and other similar items that can propel missiles/ projectiles causing injury to others			
3	Electronic gadgets including iPods, walkmans, cell phones, PSPs or other mobile gaming devices, unauthorized CDs, DVDs or mini discs/ tapes			

Category II Prohibited materials

S. No.	PROHIBITED MATERIALS	RANGE OF POSSIBLE DISCIPLINARY RESPONSE		
		FIRST INSTANCE	SECOND INSTANCE	THIRD INSTANCE
1	Acid and/ or any other strong chemicals that can burn, cause harm and injury to others	Parent-teacher/ Coordinator conference followed immediately by a Principal's in-school suspension of up to one week is sought. A principal-parent-teacher conference occurs before the student is allowed to return to class. Students may be required to sign a contract as evidence of their intent to change their behavior. Students may be excluded from extra-curricular activities/ recess and lunchtime for a determined period of time.		
2	Imitation gun, knife and/ or any other gun or gun related items such as bullets, laser pointers, targets etc.			
3	Any deadly, dangerous, sharp and pointed instruments which can be used as weapon such as razor, cutter, knife, khukuri, sickle, sword, scissors, nail file, broken glass, chains, wire, laser beam etc			

SECTION 6:

library rules

Library timing

The school library opens at 7:30 am and closes at 5:00 pm.

Children are encouraged to use OPAC to search for books. Borrowing/submitting of books can be done any time except the library classes.

Grade 1 to 8, have a set time table for library class. The library class is specially for reading silently or for listening to stories or book talks given by the librarian to introduce new books.

Loan period

Maximum loan period is set up for 10 days.

The books can be renewed only once.

Children can borrow 3 books at a time.

Fine system for late returns

- Fine will be charged for late submission @ Rs.2 per item per day.
- First, the student will be notified through notice on the display board.
- In case of further delay, an overdue notice of the student will be sent to his/her homeroom teacher.
- Finally, an overdue notice will be sent directly to the parents.

Lost book

In case if a book is lost, the student has to replace the book, by buying a new copy, or, pay cash.

Behavior policy

Children are expected to show good conduct to other library users, materials and the librarians.

dress code and personal items at school

Dress code

Ullens School does not have a school uniform but rather a student dress code which encourages student to dress responsibly and comfortably.

Shirts: Shirts and T-Shirts of any fabric, any color, with sleeves. No fancy or suggestive designs or prints are allowed.

Pants: Cotton or polyester pants with any color that go well with shirts and T-shirts. Girls have choice of pants or knee length skirts/tunics/divided skirts. Leggings with knee length tops are also acceptable.

Students are not allowed to wear clothing that is see-through or provocative nor are they allowed to wear blue jeans.

Shoes: No flip-flops and heels allowed.

Boys' hair: Short hair (should not cover ear and forehead), well combed. Hair oil is allowed but not gel. Students are not allowed to dye their hair.

Girls' hair: Those with long hair should comb and tie/braid their hair with simple ribbon or hair bands. Hair oil is allowed but not gel. Students are not allowed to dye their hair.

No baseball hats and sun glasses are allowed during normal school hours. However, decent woolen hats or scarves are fine during the winter season. With teacher's permission, hats and sun glasses may be considered during field trips and outings.

No jewelry allowed except simple, inexpensive ear rings for girls. Boys are not allowed to wear any jewelry. Simple inexpensive wrist watches are allowed. NO TATTOOS AT ALL.

No adult make-up or nail polish is allowed for girls. Nails should be clipped properly at all times.

Electronics

Cell phones, walkman, disk men, iPods, MP3 players, PSP's etc., are not allowed on the school premises.

Food

As the school has an excellent cafeteria, parents/guardians are discouraged from sending food to school. The following items are strictly prohibited: soda, candy, gum, cake, cookies or any foods which have excessive salt or sugar. In case of birthday, students may distribute sweets in honor of the occasion. If parents wish to provide food for a special occasion, please contact the class teacher beforehand.

Personal property

Students should not bring valuable items, toys or electronic equipment to school. The School cannot be responsible for any missing items.

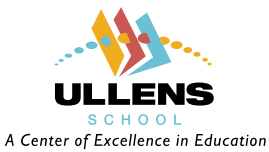
Teachers have the authority to confiscate personal items that they believe distract students from instructional activities or cause social difficulties among students. Parents will be called and have to sign an Assurance Form to collect the confiscated item.

Lost and found

Please check the Lost and Found Box outside the reception for missing articles. Items will remain in the box only for fifteen days. After which it will be given to charity.

School supplies

The School supplies all stationery needed for work and projects in school. Parents will need to provide additional stationery for work at home. Parents will be given a list of textbooks at curriculum night which they are expected to provide along with a backpack for their children.



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